

2011-2012 - IN LIEU OF HOLIDAY FOR EMPLOYEES ON ALTERNATIVE WORK SCHEDULES

The following guidance is related to the appropriate day off for employees participating in the Alternative Work Schedule (AWS) program and whose regular day off falls on a Federal holiday. (AWS includes both the 5/4/9 and the 4/10 work schedules.) The general rule is that if a holiday falls on and is observed on a day that is an employee's AWS day, the employee has the previous working day off as an "in lieu of" holiday. For example: Labor Day always falls on, and is observed on, a Monday; the previous workday (Friday) would be the "in lieu of" holiday. Further, if a holiday falls on a Saturday and is observed on Friday (the usual Federal practice), if an employee's AWS day is that Friday, the "in lieu of" holiday would be Thursday. However, if a holiday falls on Sunday and is observed on Monday, if that Monday is an employee's AWS day, Tuesday is the "in lieu of" holiday.

The following guidance applies to the upcoming Holidays:

- **October 10, 2011** (Columbus Day), falls on, and is observed on, Monday. If that Monday is your AWS day, the "in lieu of" holiday would be Friday, October 7, 2011.
- **November 11, 2011** (Veterans Day, falls on, and is observed on, Friday. If that Friday is your AWS day, the "in lieu of" holiday would be Thursday, November 10, 2011.
- **November 24, 2011** (Thanksgiving Day), falls on, and is observed on, Thursday. If that Thursday is your AWS day, the "in lieu of" holiday would be Wednesday, November 23, 2011.
- **December 25, 2011** (Christmas Day), and **January 1, 2012** (New Year's Day), falls on Sunday, and are observed on Monday. If Monday is your AWS day, the "in lieu of" holiday would be Tuesday, December 27, 2011, for Christmas, and Tuesday, January 3, 2012, for New Year's Day.
- **January 16, 2012** (Birthday of Martin Luther King, Jr.), falls on, and is observed on, Monday. If that Monday is your AWS day, the "in lieu of" holiday would be Friday, January 13, 2012.
- **February 20, 2012** (Washington's Birthday), falls on, and is observed on Monday. If that Monday is your AWS day, the "in lieu of" holiday would be Friday, February 17, 2012.

- **May 28, 2012** (Memorial Day), falls on, and is observed on, Monday. If that Monday is your AWS day, the “in lieu of” holiday would be Friday, May 25, 2012.
- **July 4, 2012** (Independence Day), falls on, and is observed on, Wednesday. If that Wednesday is your AWS day, the “in lieu of” holiday would be Tuesday, July 3, 2012.
- **September 3, 2012** (Labor Day), falls on, and is observed on, Monday. If that Monday is your AWS day, the “in lieu of” holiday would be Friday, August 31, 2012.
- **October 8, 2012** (Columbus Day), falls on, and is observed on, Monday. If that Monday is your AWS day, the “in lieu of” holiday would be Friday, October 5, 2012.

Supervisors should provide employees with adequate advance notice when workload requires that the employees’ AWS day(s) off must be changed, usually within the same pay period.

Questions may be directed to the Headquarters Employee Labor Management Relations Division on (202) 586-2130.